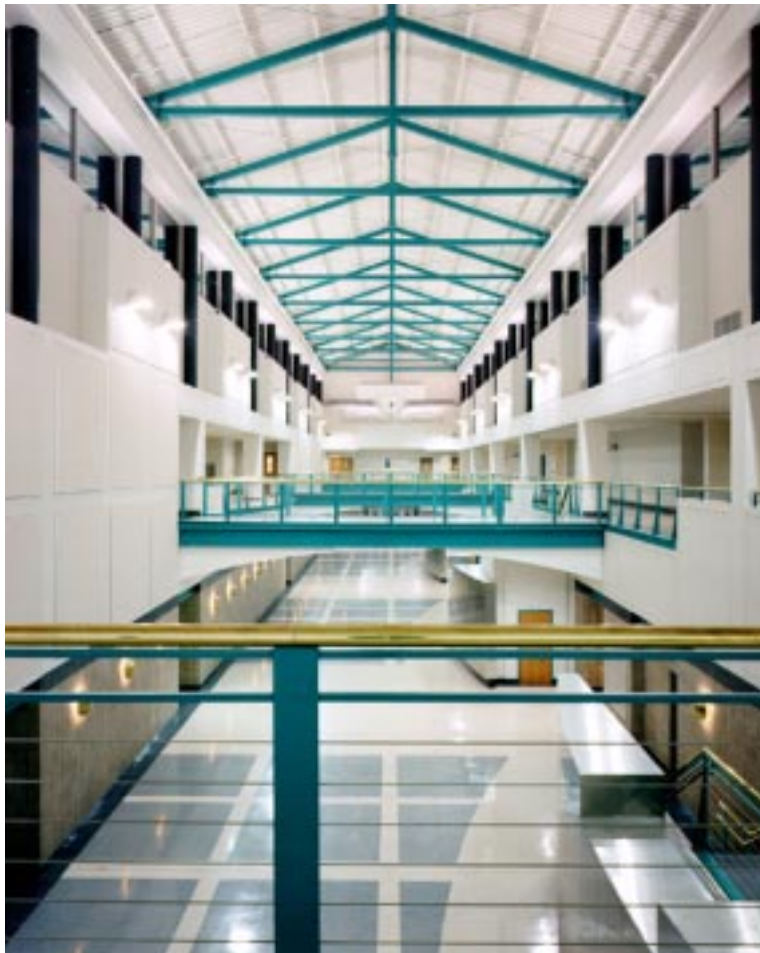


Southern Division Naval Facilities Engineering Command



*Responsive
client service...
every associate,
every time.*

On the front cover - This is an interior photo of Chevalier Hall, a training complex that is part of the Chief, Naval Education and Training Center facilities at Naval Air Station Pensacola, Fla. The recently completed structure is just one of the many modern, state-of-art construction projects Southern Division is involved with "from ground-breaking to ribbon-cutting."



- √ Excellent salary
- √ Cost of living increases
- √ Cash and honorary awards
- √ Paid annual vacations
- √ Challenging work
- √ Continuous career advancement and educational opportunities
- √ Culturally diverse work environment
- √ Job stability
- √ Low-cost health and life insurance
- √ Flexible retirement plan with matching company funds
- √ Successful, productive associates advance to middle level within two to three years

We are searching for engineers and other associates in the disciplines at the right for positions in our business lines listed below. For a description of the business, go to the page indicated.

- Accounting
Architecture
Biology
Business Administration
Chemical Engineer
Civil/Structural Engineer
Economics
Electrical Engineer
Entomology
Environmental Engineer
Finance
Fire Protection Engineer
Forestry
Industrial Engineer
Interior Design
Landscape Architecture
Management
Mechanical Engineer
Natural Resources Management
Urban/City Planning



Acquisition

Southern Division's acquisition contracting workforce is a highly skilled, business-oriented workforce that provides innovative, efficient and effective contracting tools in support of our Business Lines' products and services.

Products and Services

Capital Improvements – In direct support of the Capital Improvements Business Line, our business professionals develop innovative contracting tools for the acquisition and administration of professional Architect/Engineering Services and construction services including Design-Build and indefinite quantity multiple award type vehicles.

Public-Private Ventures – In meeting the needs of our military service men and women and their families, our Public-Private Ventures team provides direct support to the Real Estate Services and Housing Management Business Lines in negotiating sophisticated business deals with developers to privatizing family housing on military installations.



Claims/Acquisition Support – Working closely with our Legal Counsel and technical experts, this group negotiates and settles contractor claims and terminations.

Facilities Management Services – Our facilities management group coordinates with the Base Operations Support Business Line in providing the day-to-day base operations support services that keep our military installations functioning, such as grounds maintenance, custodial, pest control, and refuse collection. This group also performs commercial activity studies for outsourcing government functions to the private sector.

Environmental Services – Directly supporting the Environmental Services Business Line, this group utilizes risk based strategies, such as cost-plus and fixed-price indemnification type contracts for identification and remediation of environmental hazards.

Utilities/Energy Services – Working with the Base Operations Support Business Line, our business experts proactively interface with clients and utility providers to reduce utility costs and continuously improve the delivery of utilities and energy services.

Community Management – The Community Management group provides the training, policies, and processes necessary to continue shaping and transforming the contracting workforce to meet our clients current and future needs.



Base Development Planning

Base Development Planning is Southern Division's focal point for development and implementation of asset management policy at the base, regional and strategic level for the Navy's and Marine Corps' infrastructure.

Products and Services

Regional Shore Infrastructure Plans – Comprehensive planning which involves both functional and overview perspectives to identify efficiencies in land use, facilities and operations within regional commands, Navy concentration areas and stand alone activities. This process facilitates transformation of operational visioning into requirements considered during the Federal budget planning process in support of Defense legislation. Innovative acquisition strategies are also developed to leverage existing budgets and avoid increasing future appropriations.

Air Installation / Range Air Installation Compatibility and Utilization Zone Plans – These plans include aircraft noise and crash zone studies prepared for air stations and air training ranges. They provide recommended compatible land uses for a surrounding community's planning authorities to use in support of their comprehensive plans and zoning.



Planning and Feasibility Studies – These studies include Base Exterior Architectural Plans, Capital Improvement Plans, and other studies that target specific emergent programs or unit realignments. Studies address both physical and economical impacts through business case analysis to provide economical solutions for installation requirements.

Geographic Information Systems / Facilities Asset Data Base Support – Electronic mapping and facilities data base management that brings Regional Shore Infrastructure Plans to life and provides real-time "what-if" planning tools to operators.

Installation Planning Support – Day-to-day planning administration including property record management, engineering evaluations, basic facility requirements, facility planning document development, site approvals, and facility project documents. These services provide necessary project data administration and support for maintenance and military construction budgets.

Base Closure and Caretaker Services - Base Closure and Caretaker Services Offices are established to maintain facilities and ongoing issues at the site until the property is turned over to the Local Redevelopment Authority.



Base Operations Support

Base Operations Support provides technical expertise to the Navy and Marine Corps in the areas of utilities, facilities maintenance and management, and applied biology.

Products and Services

Facilities Management – Facilities Management involves staffing studies, general facilities management assistance, facilities support contract training, and scope of work development.

Utilities Engineering – Utilities Engineering consists of utility system studies, cathodic protection system surveys, and utility system troubleshooting. Our goal is to assist our clients in keeping their utility systems operating as efficiently as possible.

Facilities Engineering – Facilities Engineering involves energy conservation, preventive maintenance program assistance, and annual facilities inspection support. We advise our clients on prioritizing scarce resources to keep facilities in an acceptable condition.

Facilities Special Programs – Facilities Special Programs are unique and very focused. These programs consist of paving expertise, disaster preparedness, disaster response, painting expertise, coatings

expertise, and inspection of government facilities operated by contractors.

Applied Biology – Applied Biology is responsible for protecting Navy/Marine Corps operations, facilities, personnel, and material from the adverse effects of living organisms including insects, rodents, feral animals, and invasive vegetation. The Applied Biology program emphasizes methods of pest management that are safe, effective and environmentally sound.





Capital Improvements

Capital Improvements designs, builds and modernizes facilities for the Navy, Marine Corps, Air Force and other federal clients. Our project work includes training, operational, industrial, waterfront, airfield and community complexes, and their supporting infrastructure.

Products and Services

Project Development – This is the link between planning and design, the identification of detailed project requirements and the preparation of accurate cost estimates and the critical documentation used by Congress to authorize and fund our projects.

Engineering Studies – Possibly the most interesting part of our work to the technically oriented engineer, these studies can cover a wide variety of applications in all disciplines. Hydraulic analyses of water distribution systems, seismic analyses of existing buildings, evaluations of air flow in hangars and aircraft test facilities, and electrical generation and transmission studies are but a few examples.



Design – We prepare detailed drawings and specifications for construction using a variety of in-house and contracted approaches. The large volume of design that we accomplish develops the skills of our engineers and architects, exposes them to a technical and geographical variety of work, and puts them in contact with professionals in other agencies and the private sector.

Construction – Through our 19 field offices, dispersed throughout our 26 state area of responsibility, we manage the construction of nearly \$1 billion worth of work each year. Our design engineers and architects have ample opportunity to visit and review the progress and quality of their projects and to resolve issues that arise in the course of construction.

Outfitting – We continue to stay involved with our clients when our projects are completed and coordinate a number of post-construction functions including outfitting buildings with telephones, computers and furniture, quality evaluations, equipment installation, and performance testing.



Environmental Services

Environmental Services supports Navy and Marine Corp bases through investigation and remediation of soil and groundwater contamination, day to day compliance with state and federal laws, environmental planning for future actions, and management of natural and cultural resources.

Products and Services

Compliance Services – Compliance Services assists the bases in day to day compliance with all local, state and federal environmental laws and regulations. A base is like a small city and has permits, reporting, and compliance issues with potable water, wastewater, stormwater, asbestos, lead-based paint, and solid waste. In addition, industrial related activities create compliance issues including hazardous materials use and hazardous waste storage, air emissions, fuel tanks spill prevention, and pollution prevention. Compliance Services are delivered through technical and legal negotiations with regulators, preparations of planning and contingency documents, and execution of projects to comply with environmental laws.

Restoration - Restoration uses best available technology to restore contaminated soils, sediments and groundwater to a condition that protects human health and the environment. We accomplish our work by a team of Navy, State and Federal Regulators and Contractors working with shared goals. It is this team who determines how best to cleanup and close the sites. There have been many successes since the program was initiated in the early 1980s. Work includes preliminary assessments, site investigations, remedy selection and implementation, operation of the remedy, long-term monitoring and ultimate closure of the site.

Environmental Planning – Environmental Planning assists the bases in complying with the National Environmental Policy Act (NEPA) for large actions on their property. The actions necessary to comply can be as complex as preparing an Environmental Impact Statement (EIS) requiring the involvement of many stakeholders, both public and private to produce alternatives and recommendations.



Natural and Cultural resources – Natural and cultural resources at our bases are significant and Southern Division helps manage the miles of coastline, acres of wetlands, and square miles of forest. Many bases are habitats for numerous threatened or endangered species. Native Americans habitation of many current bases and early twentieth century buildings create culturally significant areas that require special provisions.



Financial Management Support

Our professionals function under the Financial Management and Comptroller Support Line. We address all areas of support for the command business entities including budget, accounting functions, management support, Information Resources Management and telecommunications services.

Products and Services

Budget Preparation - Our Budget Division provides a focal point for the identification of the command's resource requirements (both fiscal and personnel), the judicious allocation and effective utilization of the command's available resources.

Budget Execution - Translates established program requirements into required financial plans and formulates, justifies, and executes the budgets for the Command's appropriations, including operating budget and centrally managed funds.



Payroll - Administers/manages the timekeeping/payroll function for the command.

Accounting - The Financial Accounting Division provides advice and guidance on accounting matters including cost accounting, disbursing issues and related fiscal functions.

Disbursements - Utilize Generally Accepted Accounting Principles to determine if payments issued on contract actions are correct and proper. When necessary, accounting adjustments are performed to correct erroneous accounts payable conditions.

Accounts receivable - Review accounts receivable revenue streams and compare actual work in progress to budgeted projections. Additionally, collect miscellaneous funds and process these funds to the proper treasury accounts.



Housing Management

Housing Management provides housing guidance and assistance to military members and their families. Also, we oversee all facets of the housing program including requirements, programming, construction, management, funding, re-capitalization and disposal.

Products and Services



Acquisition, Requirements & Information Services

- We are the program managers for the privatization of military housing. Additionally, we initiate the acquisition and disposal of family housing assets, identify the needs assessment for family housing, lead the interface with the private sector to provide off-base housing for the majority of Navy families, and establish and implement the information technology systems for family housing.

Resources & Facilities Management

- We provide funding for the operation and maintenance of family housing, assist with budgeting for future funding requirements, provide guidance to ensure all funds provided are executed. Also, we perform economic analysis to support major renovation projects. In addition, we act as the central point of contact for housing energy conservation in addition to providing assistance with the field's maintenance management program.

Projects and Senior Officer Housing Management – We validate revitalization projects and major repair projects. We coordinate the management of senior officers' housing. We provide guidance and assistance with environmental, project scheduling, advanced planning and budget issues concerning housing. Also, we ensure that housing projects stay within congressional spending and size limits.

Bachelor Housing Management – We provide training, guidance, and assistance to our customers with their bachelor housing operations. We install their Performed Based Management Support System, which enables field personnel to analyze their bachelor housing operations. Annually we put on a workshop to provide up-to-date information on bachelor housing operations, along with procuring and supporting field personnel certification in the hospitality field.



Operations Group

The Operations Group provides direct oversight and execution of our construction program, performs face-to-face liaison activities with all Southern Division Clients, and prioritizes, coordinates and integrates the delivery of all Southern Division products and services.

Products and Services

Construction – Through our 19 Field Offices (see map page 13), we manage an annual workload of approximately \$750 million in construction and facilities related improvements. The headquarters group provides program and policy oversight to guide our field execution, budget and other general administrative support, as well as specialized technical support in the areas of construction project management, scheduling, quality control, and building systems commissioning. Our engineers are in daily contact with our Field Offices and make regular site visits to resolve project related issues.

Product & Service Integration – Southern Division delivers a wide variety of products and services to many diverse clients in a region covering half of the continental U.S. Ensuring that the execution of all products and services (construction, design, planning, environmental, real estate, maintenance, etc.) is properly coordinated between departments, and is in alignment with the expectations of our clients, is an essential piece of our business strategy and is the responsibility of the Operations Group.



Client Liaison – The key to Southern Division's incredible success is a clear understanding of our Clients mission and needs through a direct, personal communication process which we call our Client Liaison Program. The personnel involved in this program are the ambassadors of our Command. The liaison function is accomplished through a combination of regular site visits to meet directly with all Clients across our 26 State region, and through daily interaction/communication between our liaison personnel and our Client's representatives.



Real Estate Services

Real estate professionals administer and develop real estate plans, programs and policies for acquiring, managing, and disposing of real property.

Products and Services

Land and Facilities Acquisition – Acquisition of real property involves planning, coordinating, and implementing actions necessary to acquire land and facilities needed by the Navy to accomplish its mission. This includes acquiring real property through purchasing and leasing.

Land and Facilities Disposal - Disposal involves getting rid of property that is no longer needed/usable by the Navy. This is a critical service that saves the Navy money by preventing maintenance dollars from being allocated to unutilized/underutilized real property.



USMC Blount Island Command lease and land acquisition -

- Lease of 762 acres of land and improvements
- Land acquisition of \$40 million in property

Real Property Management Services - Realty Management involves managing various types of outgrants of real property temporarily not needed by the Navy. Outgrants include leasing of agricultural and grazing land, as well as commercial, and industrial facilities, licenses to federal and non-federal users, permits, and inter-agency agreements.

Realty Planning involves preparation, administration, and coordination of planning reports to assist the Navy on issues related to acquisition, relocation assistance, outleasing, licensing, management, base closure and disposal of interests in real property.

Administration involves the overseeing of day-to-day operations of the real estate program. Realty advice is provided to Commanding Officers on the acquisition of property including fee title and lesser interests; utilization of land and building space; implementation of management plans for lands out leased; coordinating management of agricultural outleases with the Natural Resources Branch; and participates in the management of real property.

Public Private Ventures - Public Private Ventures is an initiative to privatize family housing on military installations.



Field Offices

Our 19 Field Offices, called Resident Offices in Charge of Construction, are the front line of the Southern Division team. They provide contracting, construction/project management, and quality assurance for approximately \$1 billion in construction, maintenance services, and environmental contracts executed annually for DoD and other agencies.

Products and Services

Construction Management – Our engineers are leading the industry in the development and application of innovative and forward-focused strategies for construction management. In partnership with the contractor's management team, they are responsible for all aspects of project execution including proactive schedule management, resolution of all technical/design problems, funding issues, and client interface. Individual projects vary in size and complexity from small renovations (<\$100,000) to complex research and testing facilities (>\$50 million).

Contracting – Each office is staffed with business professionals who apply a wide array of contracting tools, including highly innovative web-based strategies, to support the execution and day-to-day administration of the construction and maintenance service programs. These individuals undergo an intensive training program to prepare them for this role, and eventually become warranted contracting officers with authority levels up to \$5 million.



Quality Assurance – Our quality assurance personnel are a combination of technicians, experienced trade personnel, and craftsman working directly with the contractor's superintendent and field crews to ensure that the construction materials and methods meet or exceed all contract requirements. We apply a prevention-based strategy in our quality assurance program intended to identify and resolve potential quality problems before they occur.



Our Concept of Operations

NAVFAC The Naval Facilities Engineering Command (NAVFAC) has been restructured in order to better meet its mission requirements. The restructured NAVFAC is comprised of Headquarters and six General Production Engineering Units, of which Southern Division NAVFAC represents one unit. Additionally there are three NAVFAC Specialty Units.

Southern Division also partners with two sister organizations within our command unit to further provide a forward leaning and seamless organization to our clients. In the mid western US region we partner with Engineering Field Activity (EFA) Midwest to insure complete support is provided. In Florida we partner with our EFA Southeast Jacksonville office to insure support within that area of responsibility.

The restructured NAVFAC is client focused, process centered, workload driven, and a core competency based organization. The aim of the new NAVFAC is to provide a consistent interface and be viewed by all clients as a single seamless organization.

OPERATIONS DEPARTMENT To further strengthen our client focus, each General Production Engineering Unit contains an Operations Department which reports directly to the Commanding Officer. This department has a production overseeing capability which works with each business line to monitor workload execution, review workload processes and resources, and to develop workload metrics. The Operations Group also includes a client focus team which has responsibility as the single interface or "front door" representative monitoring, interfacing and insuring delivery of our products and services. This focus team includes Business Liaison Officers (LnOs) who represent this critical front door approach for clients who access our command.

BUSINESS LIAISON OFFICER (LnO) The LnO is the command's senior executive representative to our activity clients. The LnO is the organizational sponsor for the command's engineering and acquisition expertise and provides the client a single point of accountability for all NAVFAC business lines.

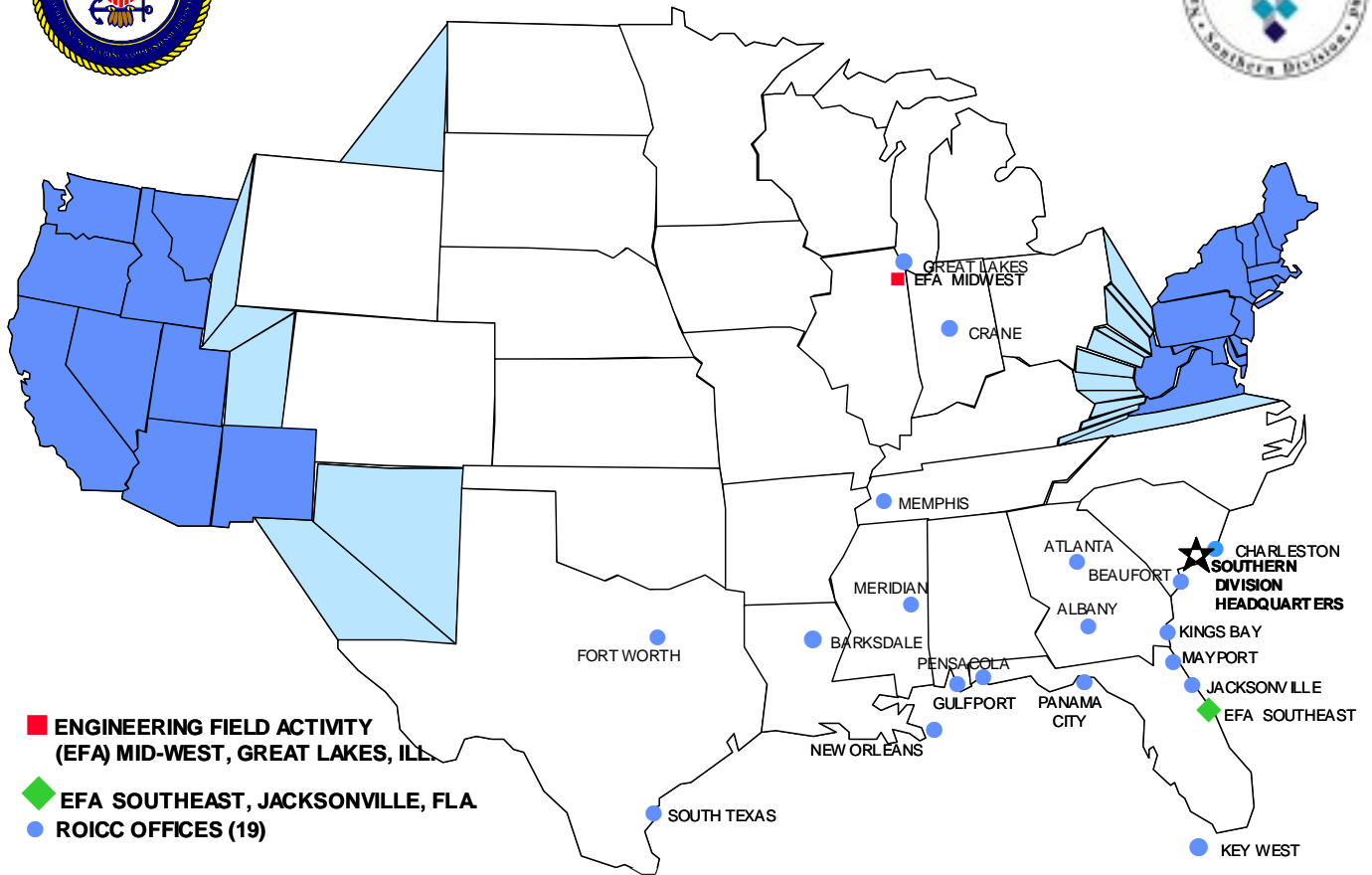
BUSINESS LINES Unlike our old way of doing business in that we were department focused, each department now is either a business line or partners with other departments to make up a single business line. Business lines are identified by the core products and services it provides the client. For example, the Capital Improvements business line combines our design and construction departments to form a single business line focusing on the end product: which is something constructed, renovated or altered.

PROJECT TEAMS Each product or service requested by a client will have a project team and a designated team leader. The team is responsible for insuring all requirements are incorporated and that the product is delivered with quality, on schedule and within budget.

FIELD OFFICES Additionally we have 19 NAVFAC Consolidated Field Offices located throughout our 26 state area of responsibility that further insures quality delivery of our products and services. These field offices further streamline the acquisition process. Depending on the product and service provided, the field office can provide the full spectrum of services including administrative contracting, technical and quality assurance.



Southern Division Delivery Locations





Southern Division Headquarters Naval Facilities Engineering Command Charleston, South Carolina

Southern Division Naval Facilities Engineering Command

P.O. Box 190010
North Charleston, SC 29419-9010
Personnel Office (843) 820-5834

EFA Southeast Naval Facilities Engineering Command

P.O. Box 143
NAS Jacksonville, Fla. 32212-0139
Commanding Officer (904) 542-5132, ext. 8001

EFA Midwest Naval Facilities Engineering Command

201 Decatur Avenue, Building 1A
Great Lakes, Ill. 60088-5600
Commanding Officer (847) 688-2600x142

Our mission

Our mission is to enhance our clients' readiness by serving as their facilities and installation engineers.
We serve the Navy and Marine Corps team, the Air Force, and other DoD and Federal agencies.
We plan and deliver innovative, technology-leveraged solutions and alternatives to meet our clients' needs.

What we do

• Compliance/P2 Operations • Compliance Implementation • Restoration • Environmental Planning • Natural Resources
• Cultural Resources Management • Project Documentation • Design Services • Construction Facility & Documentation •
Ocean & Hyperbaric Facilities Acquisition • Ocean & Hyperbaric Consulting Services • Land and Facility Planning Services •
Industrial Engineering • FSC Training Courses • Utilities Engineering • Facilities Engineering and Projects • Applied Biology •
Facilities Special Programs • Land & Facilities Acquisition • Real Property Management Services • Land & Facilities Disposal •
Public Private Venture • Base Closure Services • Assistance Resource and Facilities Management Services • Housing Projects
and Flag Quarters Services • Bachelor Housing Services

The Dock Street Theatre is America's oldest theatre founded specifically for theatrical production in 1736. The structure now houses the theatre, which originally was located around the corner on Queen Street. The Planters Hotel occupied this building throughout the 19th century. This bawdy hotel was the birthplace of Planters Punch, a potent rum drink. The building is also one of the most intensely haunted building in Charleston.

